



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF TELECOMMUNICATIONS MANAGEMENT

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TELECOMMUNICATIONS INFORMATION NOTICE NUMBER **03-03**

SUBJECT: **Web Billing and Security Access**

The Office of Telecommunications Management (OTM) is implementing new procedures that will give agencies access to their OTM bill via the Internet. These new procedures are called Web Billing. The tentative deadline for implementation is July 2003; i.e., an agency Telecommunications Coordinator (TC) will be able to view and/or download July the billing data by the fifth business day of August. Individual customer bills/files may be viewed on line and/or exported into a spreadsheet. In order to view and/or download the bill, Internet Explorer 4.0 or greater must be used as the Internet browser.

To establish security access for Web Billing, the attached form must be completed and returned to Rose Trahan no later than March 31, 2003. A separate form must be completed for each TC requiring access. **The agency fiscal officer should confirm the accuracy of cost center numbers.** Fax or Email the form to Rose Trahan at 225-342-7772 or rtrahan@doa.state.la.us. If the form is not returned by March 31, 2003 (effective July 2003), the bill will be printed and mailed as it is today and the agency will be charged \$.50 per printed page. Printing charges for the OTM bill will be billed in arrears; e.g., printing cost for the July bill will appear on the August bill.

Although an agency TC may decide to have OTM print and mail their bill, he will still have the option to view the bill on line; however, form OTM-26 must be completed and returned to Rose Trahan in order to view the bill on line.

If a TC decides to download and print the OTM bill via the Internet at a later date, he must notify OTM by submitting form OTM-26 by the 19th of the month, or he will continue to receive the printed bill and be charged \$.50 per printed page.

Prior to the implementation, TCs will receive additional information regarding access to the OTM Web Bill page, a user's guide, trouble reporting procedures, and other useful tips.

Questions concerning this project should be directed to Rose Trahan at 225-342-7718.

**Required Information from Telecommunications Coordinators (TC)
for OTM/Web Billing Security Access**

Yes____ No____ Print and mail my OTM bill
Yes____ No____ I would like to have the capability to view and/or download my OTM
bill via the Internet

First name: _____

Last name: _____

Initial Password:* _____

Email Address: _____

Phone number: _____

Department/agency
name/description: _____

List the OTM Accounting units/Cost Center numbers that you are authorized to view on
the Web**

TC Signature _____

Date _____

* Passwords are alpha/numeric, case sensitive, and required to be from 6 to 20 positions long.

** Please check accounting unit/cost center numbers for accuracy and confirm with your agency
fiscal officer.

**If you decide to download your bill from the Internet at a later date and
do not want OTM to print and mail it, you must notify OTM by the 19th of
the month or you will continue to receive the printed bill, and be
charged \$.50 per printed page.**